

## ROUTING AND RECORD SHEET

DDA REGISTRY

FILE: Personnel

SUBJECT: (Optional)

Proposal to Adopt Experimental Compressed and Flexible Work Schedules in Office of Imagery Analysis

FROM: Harry E. Fitzwater  
Director of Personnel  
SE-58, Hqs.

EXTENSION

NO.

DATE

10 DEC 1979

DDA Registry

79 222/9

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

1. Executive Officer/  
DDA

12/11

2.

acting

3. Associate Deputy  
Director for Administration

12/12

4.

5. Deputy Director  
for Administration

6.

7.

D/O P

8.

9.

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14.

15.

Recommend that you concur in this request as it is in compliance with the provisions of [redacted] (Experimental Flexible and Compressed Work Schedules). Also recommend that your approval line include the following statement: "This request is approved with the understanding that 100% of the employees participating in the five-day Flexible Work Schedule will be available for duty during the core hours. It is further understood that the Office of Personnel will require an assessment report upon completion of the six-month experimental schedule in June 1980."

Harry E. Fitzwater

STAT

MORI/CDF Pages 2-3

DD/A Registry

2 November 1979

77-2222/8

NFAC 5999-79

PERS 19-6831

MEMORANDUM FOR: Deputy Director for Administration

THRU : Director/NFAC  
: Director/Office of Personnel  
: Director/Office of Finance

SUBJECT : Proposal to Adopt Experimental Compressed and  
Flexible Work Schedules in Office of Imagery  
Analysis

REFERENCE : HN20-888, 3 October 1979

STAT

1. Your approval is requested for the Office of Imagery Analysis (OIA) to adopt compressed and flexible time on an experimental basis for a six month period under the provisions of the referenced notice.

STAT

2. OIA has surveyed its people to determine the level of interest in compressed and flexible time. Of the Office's [redacted] are currently serving at [redacted]. Of these, [redacted] have expressed a preference for a compressed workweek of ten hours a day, four days per week. The balance prefer a five day workweek.

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3. Within the guidelines of the referenced notice and the requirement for continued, unimpaired functioning of the Office, we have developed an office work schedule that permits all who wish to work a four day week to do so and all who wish to remain on a five day week to do so--that is, participation in the experiment is voluntary. A few adjustments of individual preferences for daily working hours have been necessary, however, in order to meet daily minimum staffing requirements.

4. Our proposal meets all of the conditions specified in HN20-888 as well as the following OIA requirements:

A. A minimum of fifty percent normal staffing of each component of the Office Monday thru Friday, with representation in each component to include personnel at all levels of experience and responsibility.

B. Monday thru Friday representation in each component until 1700 hours by branch chiefs or their back-ups, until 1800 hours by division chiefs or their deputies, and until 1800 by the office director, his deputy, or the executive officer.

C. Individual scheduling in each component so that unsupervised work will occur only under exceptional circumstances.

5. In compliance with the above requirements, our proposal has the following staffing characteristics:

A. Essential hour (0800-1630) staffing of at least fifty percent on Mondays and Fridays, and nearly seventy percent Tuesday thru Thursday.

B. Core hour (0930-1530) staffing of sixty-five percent on Mondays and Fridays, and nearly one-hundred percent on Tuesday thru Thursday.

C. Supervision of work in all components during more than ninety-nine percent of total manhours.

6. The experimental period will allow us to test our expectation of a substantial positive impact on employee morale and productivity. It seems reasonable to expect also a contribution to the conservation of energy through a substantial reduction in weekly commuting mileage. I plan to implement the proposed schedule as soon after approval as is STAT practical.

[Redacted]  
Noel E. Firth  
Director  
Imagery Analysis

STAT

CONCUR:

[Redacted]  
Director, NFAC

STAT

RECOMMEND APPROVAL:

[Redacted]  
Director, Office of Finance

STAT

RECOMMEND APPROVA

[Redacted]  
Office of Personnel

10 DEC 1979

APPROVED:

[Redacted] 12/12/79  
Acting Deputy Director for Administration

\*\*

STAT

\*Provided official tour of duty for all OIA employees will be between 6:00 a.m. and 6:00 p.m. Employees may volunteer for and supervisors may authorize schedules outside this tour of duty with the provision that no night differential will be payable.

\*\*This request is approved with the understanding that 100% of the employees participating in the 5-day Flexible Work Schedule will be available for duty during the core hours. It is further understood that the Office of Personnel will require an assessment report upon completion of the 6-month experimental schedule in June 1980.